



STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
July 31, 2002

ATTENDEES:	Jill Hansen	George Kliethermes	Mike Wankum
	Brenda Berhorst	Kevin Engelbrecht	Mary Willingham
	Cliff Gronauer	Rich Beckwith	Jim Myers
	Curt Christian	Christina Acree	Gary Eggen
	Paul Wright	Carl Medley	Gail Wekenborg
	Jearl Reagan	James Weber	Jim Roggero
	Debbie Tedeschi	Mark Brunner	Cathy Reinkemeyer
	Tony Wening	Bob Meinhardt	Tom Stokes
	Steve Adams	Barbara Kiso	Gina Hodge
	Dennis Bax	Jan Grecian	Tom Robbins
	Russell Helm	Ron Thomas	Scott Peters
	Jeff Falter	Karen Boeger	Gary Lyndaker

#### PRESENTATIONS

**‘Making A Difference’ Award** - Missouri IT Recognition Award and Demo of the Building Annual Performance Report for the Department of Elementary and Secondary Education -- Jill Hansen and Paul Wright

The Building Performance Report is a view of the data, at the individual school building level, that is used to communicate performance measures used for Public School district accreditation. Becky Kemna with DESE gave further explanation what the Building Annual Performance Report was about using a PowerPoint presentation.

Jill introduced the four recipients (Becky Kemna, Jane Jordan, Vickie Winder and Leigh Ann Grant-Engle) and presented the awards.

Dr. Bert Schulte, Associate Commissioner of DESE, recognized and congratulated the four recipients and spoke regarding the DESE IT group and IT world of today.

#### **E-Government Contract Presentation by IBM** – R. D. Kumar and Carl Staub -- Ron Thomas

Ron Thomas briefly discussed the E-Government Infrastructure contract and introduced R. D. Kumar, Ben Hoffman, Lori Staub, John Wegman, and Carl Staub, with IBM. Carl Staub gave a brief overview presentation of the E-Government Infrastructure contract.

#### **Internet CAP** - Joe Brenneke, Division of Information Services, Technology Services Section

Joe Brenneke, commented on a one page handout that he distributed to the group. The handout had tentative costs to provide Internet services for FY2003, the proposed internet user rate of \$11.00 per user per year, as well as the estimated cost for each agency.

Additional costs were included in the rates for this year’s Internet connection redundancy, virus and anti-spam software, and increased MOREnet Fee charges.

Joe mentioned that the Internet Rate Subcommittee discussed the possibility of breaking out the modem pool as a separate rate category. That charge would have been approximately \$59.00 per modem pool user per year. This would have placed an unplanned burden on some agencies that heavily use the modem pool and that option will not be recommended but considered in the future.

Joe also said that the Internet Rate Subcommittee voted to use the counts provided by the agencies. Technical Services used Email ID count; found on either the State web site or the State's global address list to verify the number of Internet users reported by the agencies. There were many discrepancies between Email ID counts and the agency's reported number. These will need to be discussed with the agency to determine the discrepancies and get an accurate count.

Jill further discussed giving agencies warning of changes that will be taking place next year, such as breaking out the modem pool and using verified counts.

Jill asked for a motion that the Internet CAP be approved for next year. Dennis Bax motioned next year's Internet CAP be approved, Jearl Reagan seconded the motion, motion passed.

### **Demo of Web Site for Performance Measures -- Cliff Gronauer and Paul Wright**

Cliff gave a brief discussion of Performance Measures Sub-Committee overall project. One item discussed was the fact they had looked into the automated data collection process for various project management information. Jason Young with DESE gave an overview presentation that DESE uses for data collection. It was suggested that something similar could be used.

### **ACTION ITEMS**

1. Approval of the June 26th 2002, Information Technology Advisory Board Meeting Minutes

Motion to approve was made by Jim Roggero and seconded by Cliff Gronauer. Motion passed

### **GENERAL BUSINESS**

1. CIO Update (Gerry Wethington)

**September ITAB Meeting** – Gerry Wethington will be out of town and unable to attend the September 25<sup>th</sup> ITAB meeting. It was decided to reschedule the September 25<sup>th</sup> meeting to September 18<sup>th</sup> at the Secretary of State Interpretive Center.

**Strategic Plan** – The plan is still in draft format. Work is still being done to determine baseline values for plan outcomes and objectives. Gerry appreciate comments from those who participated in the strategic planning session and reaction from those unable to participate. The OIT's office will complete the plan prior to August ITAB meeting.

**Assisted Technology Standards** – The standards have been drafted. Two areas remain to be finalized:

Review by OA legal counsel

Determination of product compliance language and procedures for contracts

Looking for ITAB to approve the content with the provision that if the legal counsel review or the final determination of Purchasing language causes a change in the standards as now set out, the entire set will be brought back to ITAB for action to amend.

**E-Government Contract** – Continue to work on project management and requirements. Attention is now focused on development of the alternative funding mechanisms. Looking primarily at MVRRS and INC, both applications affecting the Department of Revenue. Legal counsel to determine most effective means to proceed is now reviewing MVRRS. INC is still under due diligence by IBM and Department of Revenue. State will also be looking at other applications as potential alternative funding programs.

Work also continues on the statewide e-government data dictionary. The State will be holding a meeting with IBM to set the parameters of the project and will then involve a number of agencies with candidate projects.

Web site management is also being discussed with OA/DIS drafting guidelines for web page content. Proposals will be discussed as soon as recommendations are developed.

**HIPAA Update** – A cabinet level meeting involving Quentin Wilson, the Commissioner of Administration, the directors from Social Services, Mental Health and Health and Senior Services as well as their CIOs is planned from August 28<sup>th</sup> from 2:30 p.m. to 3:30 p.m. in the Governor's Conference room. Determining which state agencies are specifically covered by HIPAA, what specific areas of focus need to be addressed, how to scope those areas as well as potential cost to the State will be the topics of discussion.

**Detailed Budget Review on PC Maintenance** – The Senate Appropriations Committee and the House Budget Committee have formally requested a detailed budget review of the State's PC Maintenance Program. Senator Russell and Representative Green have informed Brian Long, the State's Budget Director of their desire to have the review conducted per State statute authorization. The Senate Appropriation Office (Marty Drewel), House Budget Office (Marga Reinsch), Budget and Planning (Krista Myer), Division of Purchasing (Jim Miluski) and OIT (Gerry Wethington) will participate in the process. As many as three agencies may be selected for pilot participation. The results will be used to determine what action, if any, will be taken in the future with respect to State agency's PC Maintenance Programs. The detailed review is expected to be completed by October 15, 2002. Some FY04 budget action may result.

**FY03 OIT Budget** – The budget spreadsheet was handed out. Bob discussed budget determination process, specifically pointing out the retained earnings and the decreased billing this year. He also discussed the per agency allocation in detail, pointing out that all bills have been reduced again this year. In FY04 a concerted effort will be made to determine the cost of IT in state government by agency and that new billing rates will be determined and utilized for next fiscal year's budget.

**Total Cost of IT in the State** – It is very important that the Data Warehouse group work closely with OIT to conclude this effort. Would like to have recommendations brought back to ITAB by the November meeting. The results will be utilized in determining the State's true expenditures in IT and in determining the OIT billing percentages for FY04

Mary Willingham gave an update from the Data Warehouse Committee on identifying IT costs. This could be done in two ways:

1. The committee discussed that any object code would be IT, if the IT department paid it, i.e., awards, fuel, mileage, etc; if this was paid to an IT staff member, it was an IT cost. Anything purchased through an IT org.
2. Identifying object codes as IT costs no matter what department buys them, i.e., PCs, etc.

The committee is going through the org or sub-org and working to designate what object codes would count and what would not. Mary asked for comments or suggestions from other ITAB members. Mary indicated that ITAB members were welcome to join the Data Warehouse Committee and help with determining what are IT costs. There was much discussion on IT costs because some departments do not have a true IT budget and how can this breakout of IT costs be accomplished.

**Desktop Virus Software Standards** – Cliff Gronauer reported the committee had had several meetings and discussions. Cliff distributed a handout indicating two vendors provide 90% of the current importation of anti-virus software on server and workstations. The recommendation is that members stay with the current two vendors for the standards. They did not specifically get into virus scanning or protection for email because of too many variables at the present time.

**Missouri Network Management Consortium Update** – The purpose of the consortium is to become prescriptive in the State's actions with respect to management of the State's existing network assets, ensure the State maximizes its investment in network assets and effectively plan future network strategies based upon full knowledge and disclosure of network business demands. The goal of the Consortium is not to develop a network consolidation strategy, but more importantly to ensure that Missouri manages its existing assets and further acquires and manages future assets in the most effective manner possible driven by business requirements rather than technology silos.

Agencies with major network assets have been invited to participate as well as a representative sample of network customers. Those agencies include

- Office of Administration, Division of Information Services (Major network manager)  
MOREnet (Internet and education network manager)  
Office of State Courts Administrator (Cooperative Network participant)  
Missouri State Highway Patrol (Cooperative Network participant)

Department of Social Services (Cooperative Network participant)  
Missouri National Guard (Principle wireless/satellite planner)  
Missouri Department of Transportation (Major network manager)  
Department of Health (Major network customer)  
Department of Insurance (Major network customer)  
Department of Mental Health (Major network customer)  
OIT

At a meeting held on June 18, 2002 work began to develop a Charter that will govern the operation of the Consortium. The National Guard presented a brief on a new satellite communication network proposal that will be principally designed to assist first responders in the State of Missouri. The Consortium will meet on the second Thursday of every month to discuss network issues and update plans.

A copy of the Charter as well as minutes from meetings will be posted on the OIT web site.

**Cyber Security Executive Committee Update** – This is a new Committee formed through the cooperation of OIT and the Office of Homeland Security. The Committee members include:

R.D. Porter, OA/DIS  
Gail Morris, DOHSS  
Jim Martin, MOREnet  
David Finch, Attorney General's Office  
Lt. Col. Tom Smith, Missouri National Guard

The Committee met on July 24, 2002 in the Homeland Security Conference Room. The meeting resulted in the Committee having the following initial responsibilities:

- a. State Information Sharing Analysis Center
- b. Public / Private Partnership (Cyber Coalition)
- c. INFOCON
- d. Cyber Asset Protection List
- e. Security Assessment Tool
- f. National Point of Interface
- g. Security Audit Procedures
- h. Legislation Activity
- i. Coordinate IT Community and Homeland Security Agendas

The Committee will also be developing a charter, determining meeting frequency and establishing a governance structure to support the shared reporting responsibilities and align the Committee with the new State Security Commission the Office of Homeland Security is seeking to establish.

**Executive Orders Update:** The draft Executive Orders on Software Piracy, Privacy and Security, OIT and Office of Homeland Security are active the review cycle now that legislative review and bill signings are complete. Action is expected soon.

## **2. Miscellaneous Items (Jill Hansen)**

Meeting of Chairs – Jill discussed “Recommendations, Standards, Policies, Guidelines” that are sent to ITAB by various committees. The question is, can ITAB set statewide standards, policies, guidelines? We are being ask from an audit standpoint, if we approved and if so, what does it mean if we approve? Jill recommend that the chairperson from each ITAB committee meet and discuss what we can do with recommendations, standards, policies, guidelines, and how ITAB can follow them. Jill will schedule a meeting with ITAB chairpersons before August ITAB meeting.

Internet Subcommittee Recommendations – Internet Committee made some recommendations that were send to ITAB members. Jill had received a couple changes to the first bullet point “Acceptable Use Policy - Each department must establish an acceptable use policy for Internet or Email.” This should be changed to read “ Internet and Email” not or Email. Under “Monitoring Control – By implementing one of the following,” the it was

suggested to read "By implementing at a minimum, one of the following." Jill asked for other comments or changes to the document. Jill will give these recommendations to Gerry.

**Agriculture Computers** – Jill discussed the ordering of PC and the pricing the state receives when ordering a large number of PC. We presently do not take advantage of volume pricing but if we could funnel PC orders through a central point, smaller agencies could receive a better price on PCs. Jill asked for feedback on a good process that could be used for agencies to check with each other as to who is ordering what and when, so everyone could possibly get better pricing. There was discussion from other ITAB members as to what we could possibly do to make purchasing PCs more economical. Jill will discuss this with Gerry.

**Technical Contact List** - When meeting with agencies, Jill is finding concerns with SAM II, that technical personnel are not notified when cycles are not run or if they are backed out. Jill is putting together a technical contact list for SAM II. ITAB members were asked to send to Jill any technical person that should be on the SAM II technical list.

**Oversight Committee** - Jill indicated that the Oversight Committee needs a chairperson. If anyone is interested, they are to contact Jill.

### **3. Architecture Review Committee Update (Jim Weber/Bob Meinhardt)**

Don Lloyd was welcomed as the newest member of the Architecture Review Committee, he has replaced Ron Welchmeyer. A couple of meetings have been scheduled for the first week of August.

### **4. Distance Learning Update (LTC Tom Smith)**

No report but will demo at August meeting.

### **5. Project Management Committee Update (Jim Roggero/Tom Stokes)**

A meeting has been scheduled for August 15. The focus is still to take specific areas and blend into a package that will bring a recommendation to the ITAB group. The meeting on August is open to everyone if they choose to attend.

### **6. Performance Measures (Cliff Gronauer/Tom Stokes)**

No Report. The committee is continuing to look at the application.

### **7. Total Cost of Ownership (Dennis Bax/Jan Grecian)**

The committee wants to integrate the project statement form which is already being used, into an assessment package to work with Microsoft Excel. The committee is looking at SAM II object codes (dove tailing into Mary Willingham's discussion on IT costs). The committee does not want to create another set of forms. The committee did not meet this last month but Dennis and Jan Grecian spent a lot of time going through both sets of forms. They hope to have a draft package for the August ITAB meeting.

### **8. Risk Management (Scott Peters/Tom Stokes)**

No report. They do plan to meet before the August ITAB meeting.

### **9. Project Oversight (Debbie Tedeschi)**

Committee members have developed a project oversight program. It is in the same format as the architectural manual. Project oversight will be working with the Risk Committee to determine a value measurement to drive the oversight process. The Oversight Committee will meet on August 5 and may not have a final decision from the Risk Committee as to what their final deliverables will be, but the Oversight committee will have a better understanding of what their options are.

### **10. Internet/MOREnet Update (Tony Wening)**

The number of security related incidents that continue to increase. MOREnet has experienced through all their customers including state agencies, a 400% increase over FY01 security incidences that were reported to MOREnet. Jim Martin, MOREnet's security manager, is putting together an analysis for Tim Daniels that will have the type of attacks as well as what operating systems. When completed, this analysis will be made available to everyone so others can see where the greatest risks and activities are taking place.

### **11. Statewide Purchasing Update (Gary Eggan)**

Networking products contract will be awarded next week. Network services transport should be awarded in two to three weeks. PC prime vendor contract is being re-bid very soon and hopefully the draft should be out soon. They will email it to all ITAB members for comments.

#### **12. Personnel Committee Update (Chris Wilkerson/Jan Grecian)**

Jan Grecian indicated the July meeting was cancelled.

Jill asked that the Personnel Committee look at security positions as they did the GIS positions. DIS has personnel deeply involved in security with no titles available for these positions. Jill feels other agencies do or will have the same problems with personnel and security positions.

#### **13. MOTEC Update (Jim Weber/Paul Wright)**

Forty-two new Gateway PC have been purchased with delivery around August 19. The Gateways will replace PCs in both MOTEC classrooms. Utilization for July is down along with bookings for the month of August.

#### **14. Security Committee Update (Rex Peterson/Bob Meinhardt)**

At the June ITAB Gerry indicated there was a chance of getting some home land security funds for training information systems people. ITAB members were asked to send names of those persons they would like to have trained to Rex Peterson. At this time, Rex has only received a couple of responses, again, members were asked to send names to Rex for those who would be interested in training. Firewall guidelines are not completed but hope to have at the August ITAB meeting.

#### **15. Technology Services Update (Gail Wekenborg)**

Technology Services is conducting a disaster recovery drill with many of the TS customers. The data center steering committee added another \$200,000 to the FY02 cap for disaster recovery.

#### **16. HIPAA Committee Update (Gary Lyndaker/ Rex Peterson/Bob Meinhardt)**

Committee met last week to look at the draft on the issues paper. This describes the issues what happens if the state is not compliant with HIPAA and the recommendations of what needs to be done to meet those complaints. Hope to have this draft paper at the August ITAB meeting.

#### **17. SAM II Data Warehouse Users Group Update (Mary Willingham/Debbie Tedeschi)**

One item discussed was a specialized category for IT. The next SAM II update will include a lot of patches and is to be implemented in September for the state..

#### **18. Privacy Committee (Scott Peters/Bob Meinhardt)**

Scott distributed the Online Privacy Policy.

#### **19. Mentoring (Tim Dwyer/Jan Grecian)**

No report.

### **OPEN DISCUSSION**

### **REVIEW OF ACTION ITEMS**

- E-Government presentation will be sent out to everyone.
- Draft of Strategic Plan will be sent to everyone.
- Assisted Technology Standards should be looked at, once they are finalized.
- Jill will schedule a meeting of ITAB chairpersons to discuss standards, guidelines, policies.
- Distance Learning will do a presentation in August.
- Draft of Prime Vendor RFP will be sent out. Members need to review and return quickly.
- Get number of personnel you want trained for security to Rex Peterson.
- Security Committee will have final recommendations at August ITAB.
- Jill will talk to Gerry about PC purchases for agencies.

### **NEXT MEETING**

1. The next ITAB Meeting is an all day meeting, scheduled for **July 31, 2002 at the Governor Office Building Room 450, 200 Madison Street.**

JH/bdb

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Representatives of the news media may obtain copies of this notice by contacting:

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